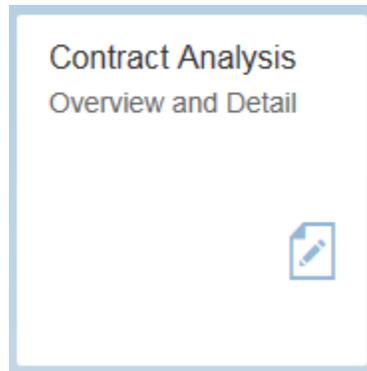


# SAP FIORI LAUNCHPAD

## Contract Analysis



**Financial Management Systems Division**

Version 1.0.0

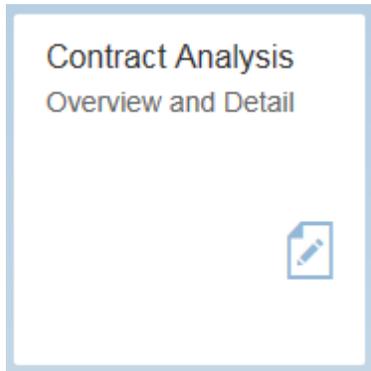
**June 2019**

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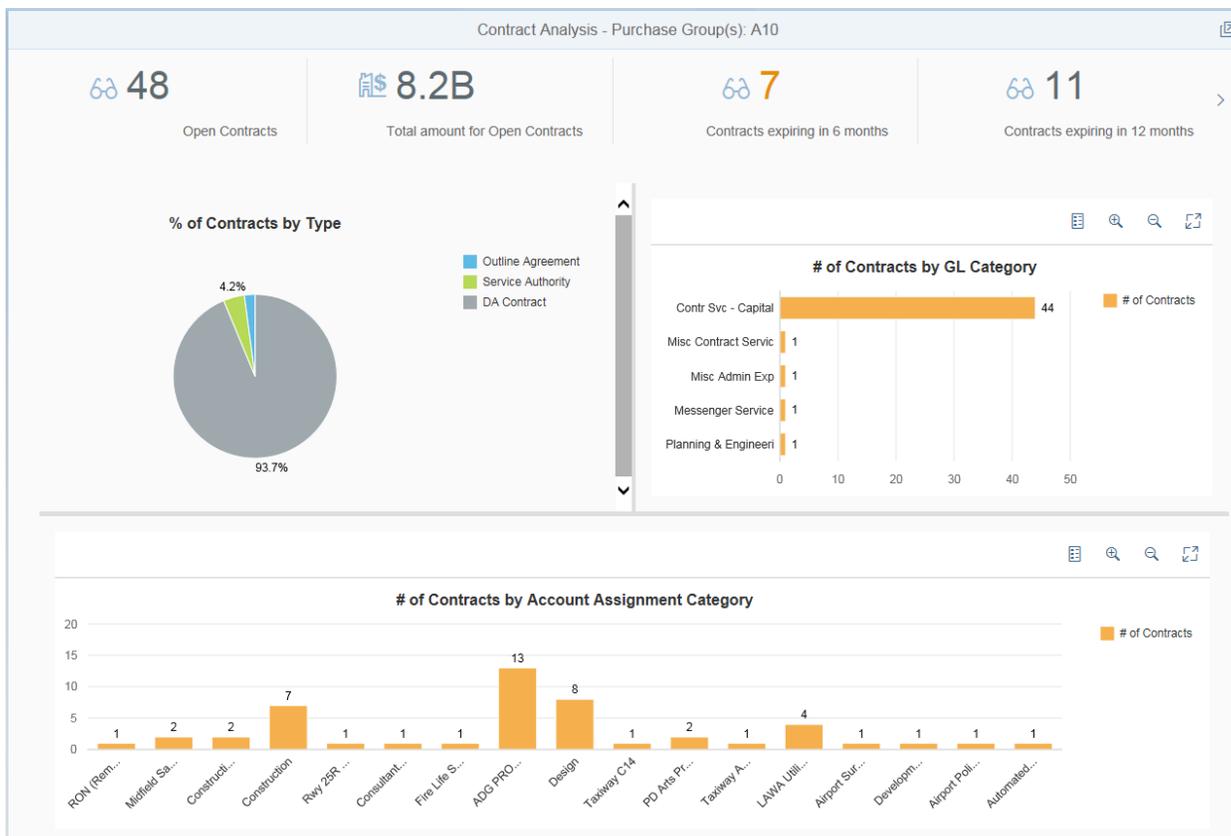
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# 1. Contract Analysis – Overview and Detail

## 1.1 About



The Contract Analysis application provides an overview on the number of contracts, total amounts of those contracts, contracts expiring in 6/12 months, top 10 contracts with least available amount, and breakdowns by contract type, GL Category, and Account Assignment. Details on those contracts can be exported to excel or drilled down to the contract burn application.



## 2. Selection Criteria

Upon execution of the application, the initial screen that appears is the 'Selection Criteria' screen. To use the selection criteria of your choice, simply check the box. All criteria can be applied together.

---

Selection Criteria

---

Purchase Groups  Cost Centers  Contract Types  Vendors

---

Close Submit

### 2.1 Purchase Groups

Choose one or more purchase groups to apply as a filter for the data.

1. Check the box for purchase groups.
2. The purchase groups selection box is displayed.

---

Selection Criteria

---

Purchase Groups  Cost Centers  Contract Types  Vendors

---

Select Value

---

Purchase Groups

---

Close Submit

3. Click the purchase groups selection box.

4. Lists of all available purchase groups are presented.

Purchase Groups

Search

- A01 Commission Board
- A02 Chief Exec. Office
- A03 Ethics
- A04 City Attorney
- A05 Government Affairs
- A06 Media/Public Reltn
- A07 Comm. Relatns LAX
- A08 Air Serv Marketing
- A09 Business&Job Resrc
- A10 Planing & Devlpmnt
- A11 Finance & Budget
- A12 Information Tech.

OK Cancel

Purchase Groups

Search

Items selected: 3

- A01 Commission Board
- A02 Chief Exec. Office
- A03 Ethics
- A04 City Attorney
- A05 Government Affairs
- A06 Media/Public Reltn
- A07 Comm. Relatns LAX
- A08 Air Serv Marketing
- A09 Business&Job Resrc
- A10 Planing & Devlpmnt
- A11 Finance & Budget
- A12 Information Tech.

OK Cancel

5. You can select one or more purchase groups by checking the box next to the purchase group description. Click OK at the bottom right hand corner.

6. As a result, the selected purchase groups are returned to the selection criteria screen.

Selection Criteria

Purchase Groups  Cost Centers  Contract Types  Vendors

Select Value

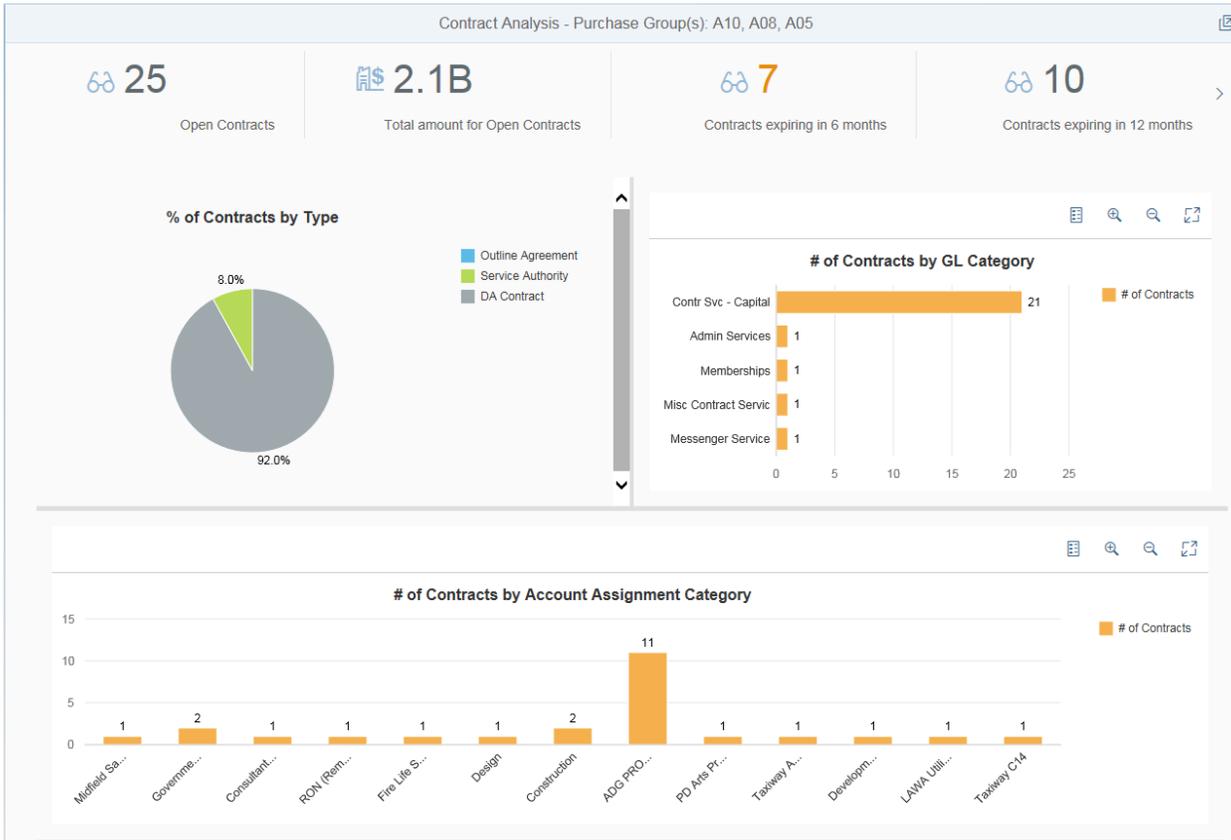
Purchase Groups

Planing & Devlpmnt ⊗ Air Serv Marketing ⊗ Government Affairs ⊗

Close Submit

8. Click Submit, located at the bottom right to apply the selection criteria.

The results of the selected purchase group(s) are displayed.



9. Click this icon  located at the top right hand corner of the application to bring up the 'Selection Criteria' screen below. Uncheck 'Purchase Groups' to clear selection.

### Selection Criteria

Purchase Group(s)  Cost Center(s)  Contract Type(s)  Vendor(s)

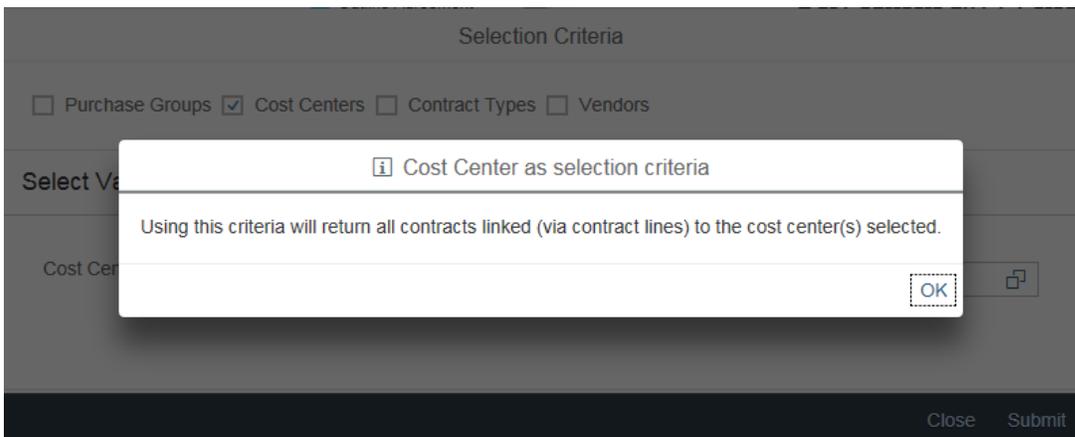
Close Submit

## 2.2 Cost Centers

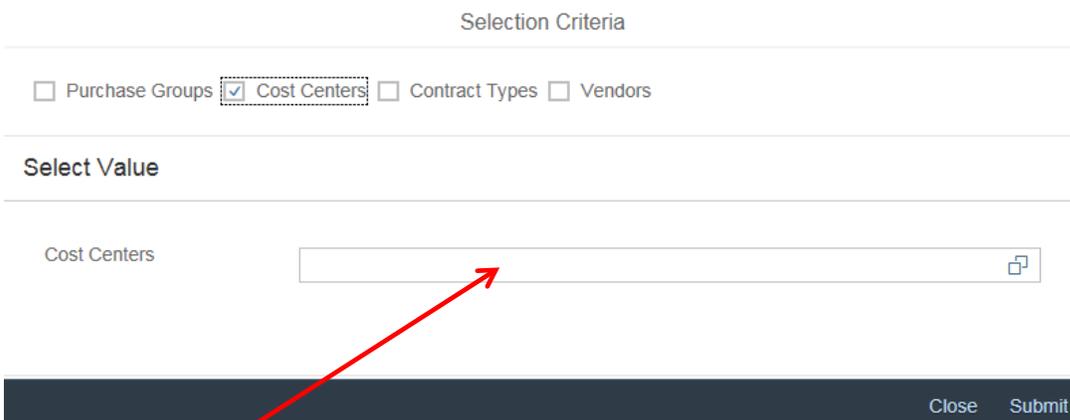
Choose one or more cost centers to apply as a filter for the data.  
Check the box for cost centers.

1. A message box appears providing information on the use of this selection criterion.

**\*\*\*Note\*\*\* - Using this criteria will return all contracts linked  
(via contract lines) to the cost center(s) selected.**

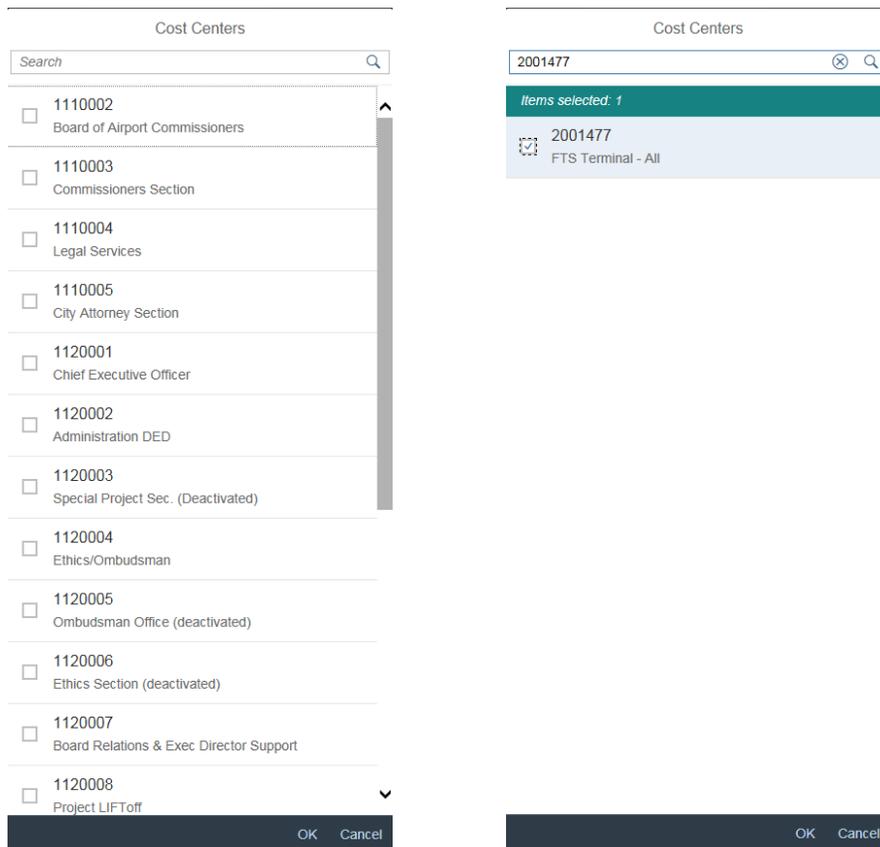


2. Click OK
3. The cost centers selection box is displayed.



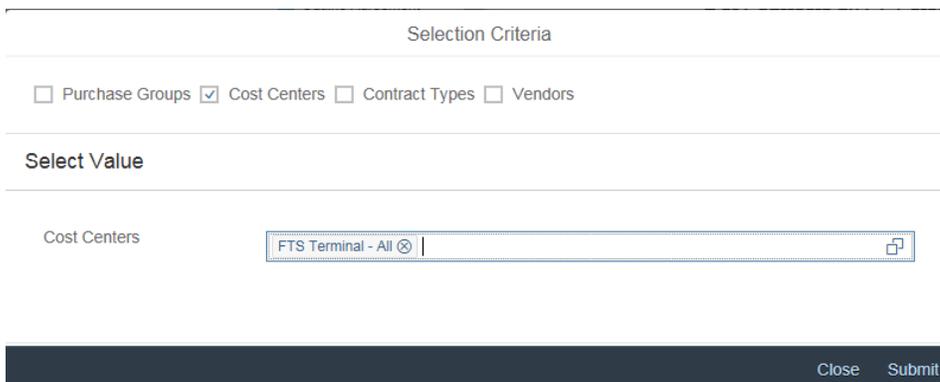
4. Click the cost centers selection box.

5. List of all available cost centers are presented.



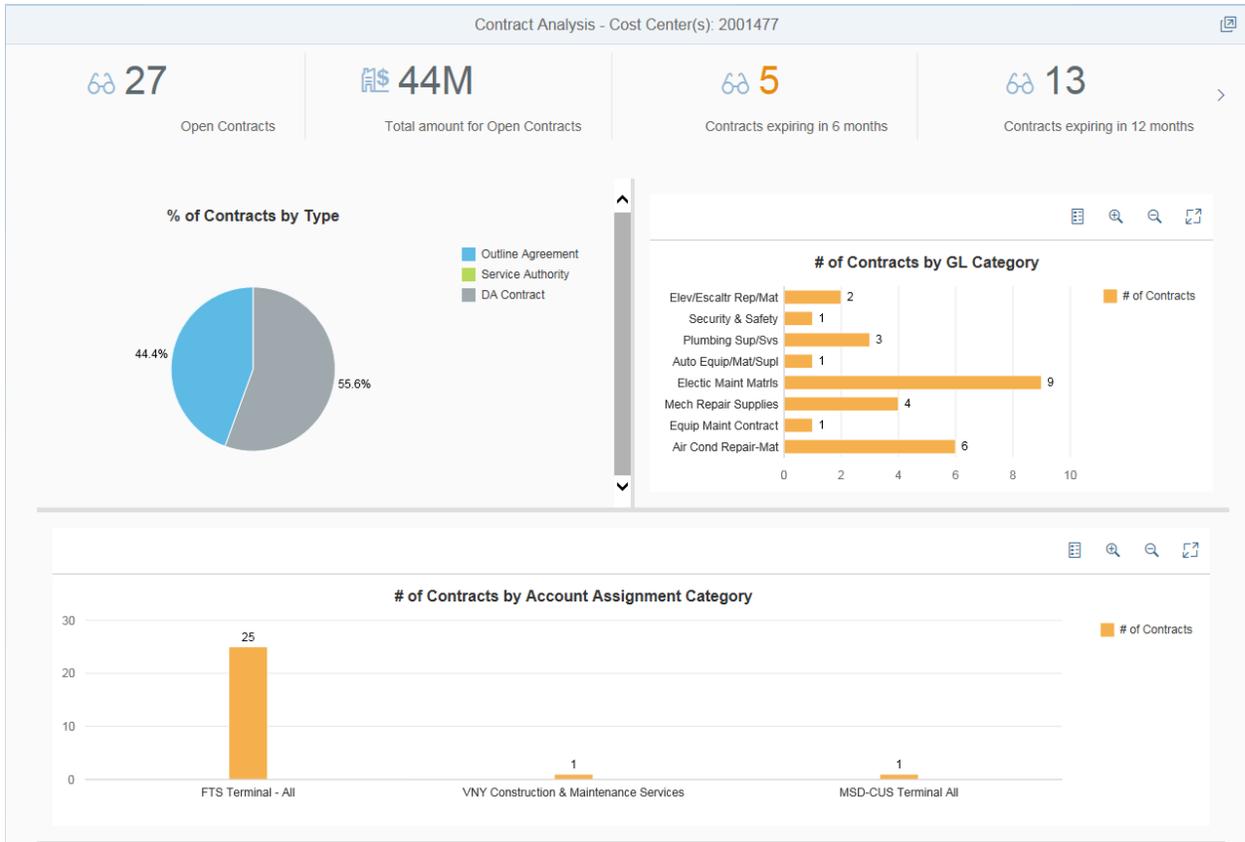
6. You can search using the search box at the top and clicking the search icon  or select one or more cost centers by checking the box next to the cost center description. Click OK at the bottom right hand corner.

7. As a result, the selected cost centers are returned to the 'Selection Criteria' screen.



8. Click Submit, located at the bottom right to apply the selection criteria.

The results of the selected cost center(s) are displayed.



9. Click this icon  located at the top right hand corner of the application to bring up the 'Selection Criteria' screen. Uncheck 'Cost Centers' to clear selection.

Selection Criteria

Purchase Group(s)  Cost Center(s)  Contract Type(s)  Vendor(s)

Close Submit

## 2.3 Contract Types

Choose one or more contract types to apply as a filter for the data.

1. Check the box for contract types.
2. The contract types selection box is displayed.

Selection Criteria

Purchase Groups  Cost Centers  Contract Types  Vendors

Select Value

Contract Types

Close Submit

3. Click the contract types selection box.
4. List of all available contract types are presented.

Contract Types

Search

DA  
DA Contract

SA  
Service Authority

WK  
Outline Agreement

OK Cancel

Contract Types

Search

Items selected: 2

DA  
DA Contract

SA  
Service Authority

WK  
Outline Agreement

OK Cancel

5. Select one or more Contract Types by checking the box next to the purchase group description. Click OK at the bottom right hand corner to apply the selection criteria.

6. As a result, the selected contract types are returned to the 'Selection Criteria' screen.

Selection Criteria

Purchase Group(s)
  Cost Center(s)
  Contract Type(s)
  Vendor(s)

---

Select Value

---

Contract Type(s)

Service Authority
Outline Agreement
+

Close
Submit

8. Click Submit, located at the bottom right to apply the selection criteria.

The results of the selected contract type(s) are displayed.



9. Click this icon  located at the top right hand corner of the application to bring up the 'Selection Criteria' screen below. Uncheck 'Purchase Groups' to clear selection.

Selection Criteria

---

Purchase Group(s)  Cost Center(s)  Contract Type(s)  Vendor(s)

Close Submit

## **2.4 Vendors**

Choose one or more vendors to apply as a filter for the data.

1. Check the box for vendors.
2. The vendors selection box is displayed

Selection Criteria

---

Purchase Group(s)  Cost Center(s)  Contract Type(s)  Vendor(s)

---

Select Value

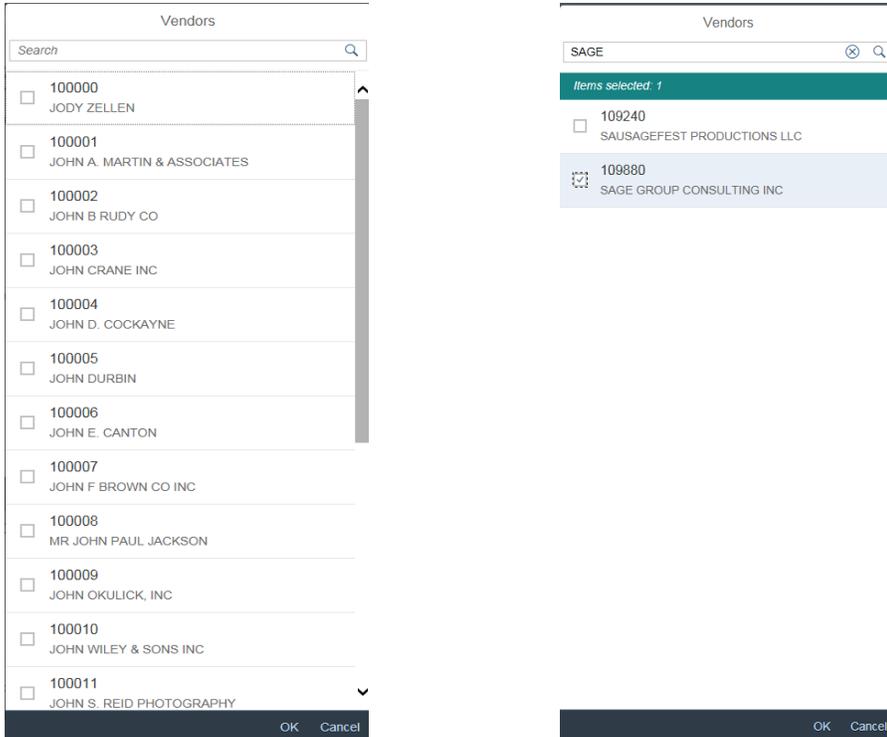
---

Vendor(s)  

Close Submit

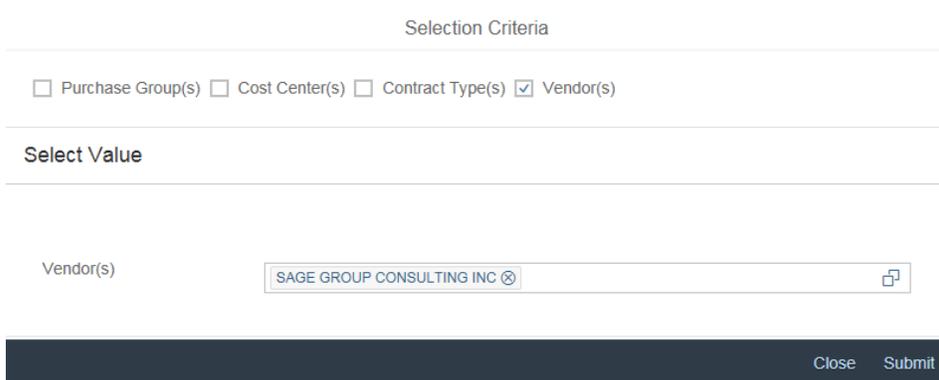
3. Click the vendors selection box.

4. List of all available vendors are presented.



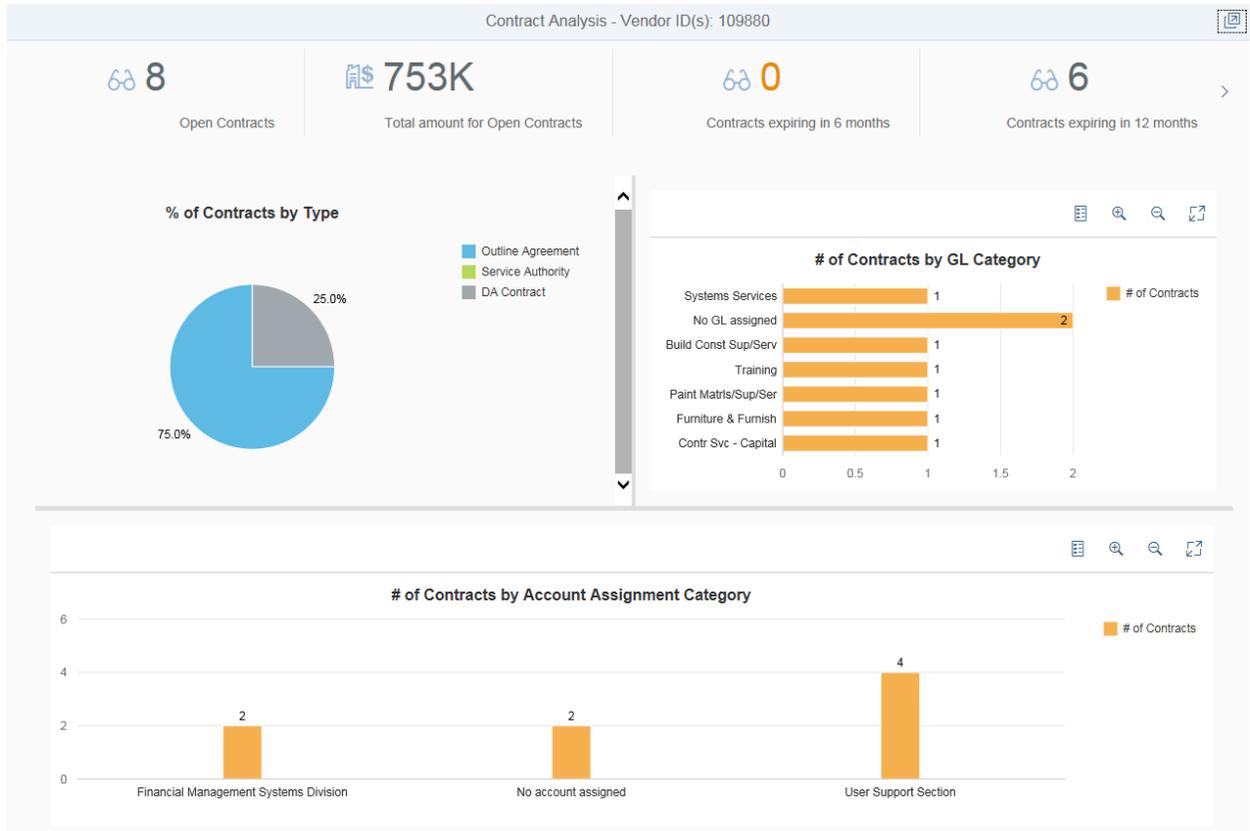
5. You can search using the search box at the top and clicking the search icon  or select one or more Vendors by checking the box next to the Vendor description. Click OK at the bottom right hand corner.

6. As a result, the selected vendors are returned to the 'Selection Criteria' screen.



7. Click Submit, located at the bottom right to apply the selection criteria.

The results of the selected vendor(s) are displayed.



8. Click this icon  located at the top right hand corner of the application to bring up the 'Selection Criteria' screen. Uncheck Vendor to clear selection.

Selection Criteria

Purchase Group(s)  Cost Center(s)  Contract Type(s)  Vendor(s)

Close Submit

## **2.5 Multiple Selection Criteria**

Choose any combination of purchase groups, cost centers, contract types and/or vendors.

1. Check the box for purchase groups and contract types.
2. The purchase groups and contract types selection boxes are displayed.

Selection Criteria

---

Purchase Group(s)  Cost Center(s)  Contract Type(s)  Vendor(s)

---

**Select Value**

---

Purchase Group(s)

Contract Type(s)

---

Close Submit

3. Select your criteria for both areas.
4. Click Submit, located at the bottom right.

Selection Criteria

---

Purchase Group(s)  Cost Center(s)  Contract Type(s)  Vendor(s)

---

**Select Value**

---

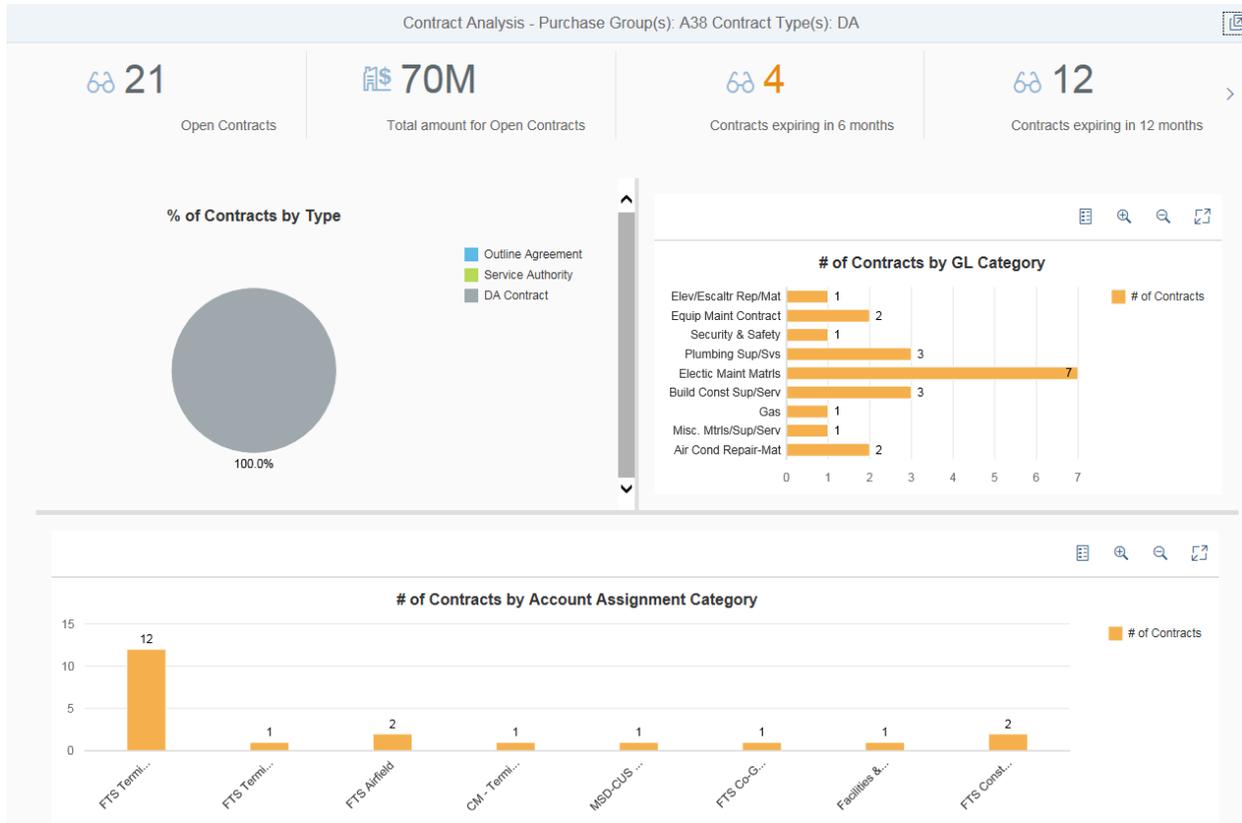
Purchase Group(s)

Contract Type(s)

---

Close Submit

The results of the selected purchase group(s) and contract type(s) are displayed.

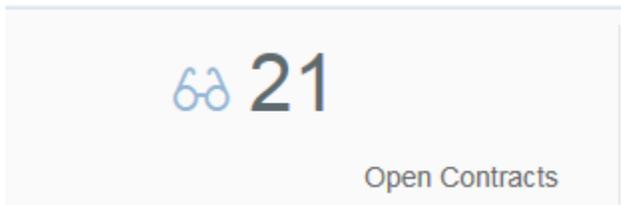


### 3. Header Information

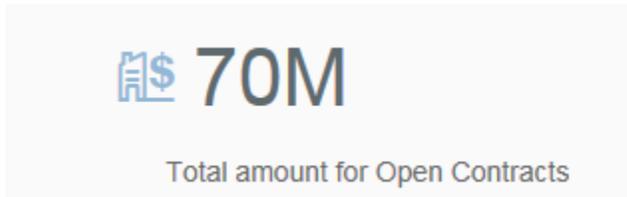
This area provides summary information about the data requested.



Click this arrow to scroll to the next tile of information.



Value shown represents the total number of open contracts.



Value shown represents the total amount of for the open contracts.



Value shown represents the number of contracts that expire in the next 6 months.



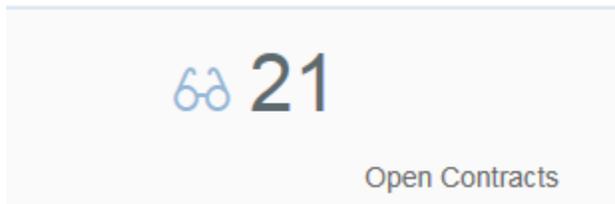
Value shown represents the number of contracts that expire in the next 12 months.



Value shown represents the total amount of the top ten contracts with the least amount available.

### 3.1 Header Information Detail

All tiles in the header area that have the following icon  will provide more detailed information about those contracts. For example, clicking the open contracts tile will provide a grid view of the contract header details.



Open Contracts									
PO Group	Div. Name	Vendor	Vendor Name	Contract Type	Contract Number	Contract Description	Start Date	End Date	Target Value
A38	Facil.Main&Util.Div	107486	DOTY BROS EQUIPM...	DA	DA-5112	1st Yr. LAX Repair / In...	9/13/2016	9/12/2019	\$3,977,836.00
A38	Facil.Main&Util.Div	101961	PLUMBING AND INDU...	DA	DA-4980	1st Yr - LAX Plumbing...	7/1/2015	9/30/2019	\$2,296,000.00
A38	Facil.Main&Util.Div	101902	EMPIRE PIPE CLEANI...	DA	DA-5123	LAX 2nd Yr - Sewer lin...	11/1/2016	10/31/2019	\$750,000.00
A38	Facil.Main&Util.Div	102141	W W GRAINGER INC	DA	DA-5095	MSD YR 1 - MRO SUP...	11/7/2016	11/6/2019	\$5,325,000.00
A38	Facil.Main&Util.Div	111168	OTIS ELEVATOR CO...	DA	DA-4856	1st Yr - E/E/MW Maint...	1/1/2015	12/31/2019	\$7,683,845.00
A38	Facil.Main&Util.Div	111215	ELEVATORS ETC	DA	DA-5161	LAX- Elevator,Esc,Mov...	1/8/2017	1/7/2020	\$9,355,000.00
A38	Facil.Main&Util.Div	105073	F M THOMAS AIR CO...	DA	DA-5017	1st yr - LAX HVAC part...	12/8/2015	3/31/2020	\$2,334,375.00

### Something cool!

Located at the bottom right hand corner you will find this icon . This icon will allow you to export those details to excel. Upon clicking that icon you will receive a message like below. Click Open.



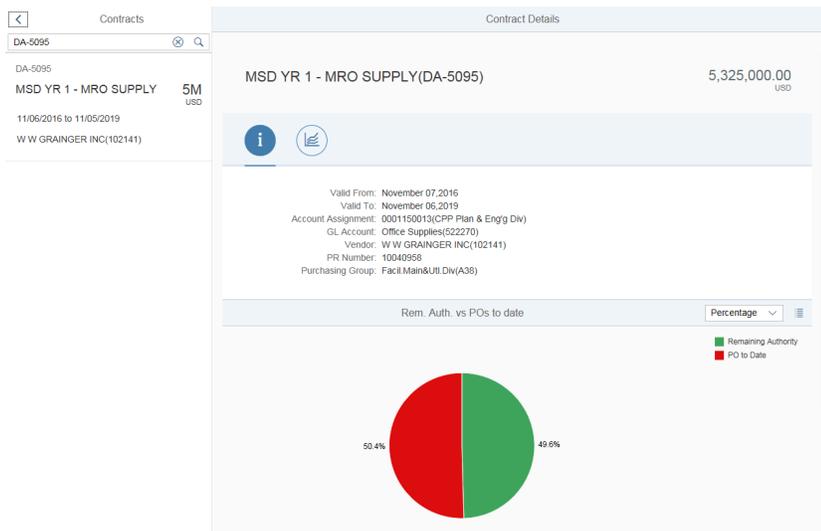
Excel will launch and display your data which can be formatted as you wish.

A	B	C	D	E	F	G	H	I	J	K	L	M	
PO Group	Div. Name	Vendor	Vendor Name	Contract Type	Contract Number	Contract Description	Start Date	End Date	Target Value	Released Amt	Goods. Rec.Amt	Invoiced Amt	Contr
A38	Facil.Main&Util.Div	107486	DOTY BROS EQUIPMENT CO	DA	DA-5112	1st Yr. LAX Repair / Installation	9/13/2016	9/12/2019	3977836	2602734.15	2416597.46	2416597.46	
A38	Facil.Main&Util.Div	101961	PLUMBING AND INDUSTRIAL SUPPLY	DA	DA-4980	1st Yr - LAX Plumbing Supplies	7/1/2015	9/30/2019	2295000	613597.49	653623.12	649818.78	
A38	Facil.Main&Util.Div	101902	EMPIRE PIPE CLEANING	DA	DA-5123	LAX 2nd Yr - Sewer line cleaning	11/1/2016	10/31/2019	750000	265428.75	261798.13	261198.75	
A38	Facil.Main&Util.Div	102141	W W GRAINGER INC	DA	DA-5095	MSD YR 1 - MRO SUPPLY	11/7/2016	11/6/2019	5325000	2685915.51	2772811.05	2707533.19	
A38	Facil.Main&Util.Div	111168	OTIS ELEVATOR COMPANY	DA	DA-4856	1st Yr - E/E/MW Maintenance	1/1/2015	12/31/2019	7683845	7030450.41	5622816.62	5492705.64	
A38	Facil.Main&Util.Div	111215	ELEVATORS ETC	DA	DA-5161	LAX- Elevator,Esc,Moving Parts	1/8/2017	1/7/2020	9355000	8842311.24	7636701.64	7514135.95	
A38	Facil.Main&Util.Div	105073	F M THOMAS AIR CONDITIONING IN	DA	DA-5017	1st yr - LAX HVAC parts & repair	12/8/2015	3/31/2020	2334375	177900.25	186395.92	186395.92	
A38	Facil.Main&Util.Div	104315	JOHNSON CONTROLS INC	DA	DA-5018	1st yr - LAX HVAC parts & repair	12/1/2015	3/31/2020	2334375	88943.84	86594.58	85075.68	
A38	Facil.Main&Util.Div	106725	STANDARD SIGNS INC	DA	DA-4978	Yr 1 LAX - Lumacurve Airfield Sign/Parts	4/17/2015	4/16/2020	1950000	985708.43	1048691.07	1046682.22	
A38	Facil.Main&Util.Div	103664	ASSOCIATED OF LOS ANGELES	DA	DA-5178	Various Electrical Parts	5/15/2017	5/14/2020	1575000	763611.97	775742.36	758385.15	
A38	Facil.Main&Util.Div	113442	CONSOLIDATED ELECTRICAL DISTRI	DA	DA-5177	Elec Brkers/Fuse/Enclose/Panels-LAX-Yr1	5/15/2017	5/14/2020	735000	210727.18	223485.34	220957.25	
A38	Facil.Main&Util.Div	102477	RAYVERN LIGHTING SUPPLY COMPAN	DA	DA-5169	Electrical Lamps-MSD	5/15/2017	5/14/2020	1065000	190768.82	202051.63	202094.97	
A38	Facil.Main&Util.Div	113483	KT INDUSTRIES INC	DA	DA-5195	Med voltage repair trng & support	6/26/2017	6/25/2020	2679000	1257980.13	1252413.63	1253845.87	
A38	Facil.Main&Util.Div	100432	HOME DEPOT CREDIT SERVICES	DA	DA5210	Building Materials & supplies	8/9/2017	8/8/2020	1635000	187961.89	203864.77	192178.59	
A38	Facil.Main&Util.Div	113560	BROWN & ROOT INDUSTRIAL SERVIC	DA	DA-5240	Misc. Construction Projects	11/1/2017	10/31/2020	6000000	477597.1	455442.32	455442.32	
A38	Facil.Main&Util.Div	113626	RBT ELECTRIC INC	DA	DA-5235	UPS Lighting Inverter parts-Yr1	11/1/2017	10/31/2020	2250000	242966.76	104250.16	87106.98	
A38	Facil.Main&Util.Div	113561	MTM CONSTRUCTION INC	DA	DA-5241	Misc. Construction Projects	11/1/2017	10/31/2020	6000000	206446.37	84058.9	79855.95	
A38	Facil.Main&Util.Div	108370	CHAMPION FIRE SYSTEMS INC	DA	DA-5028	1st Yr - FLSS Reg 4 Testing/Repair LAX	12/7/2015	12/6/2020	4300000	3911169.36	3012671.5	2990886.53	
A38	Facil.Main&Util.Div	108785	GLOBAL ACCESS SUPPLY INC	DA	DA-5247	Airfield Lighting/Repair Parts-LAX yr1	12/29/2017	1/25/2021	1710000	220717.58	200262.33	196968.95	
A38	Facil.Main&Util.Div	104328	SOUTHERN CALIFORNIA GAS CO.	DA	DA-4979	Intrastate Transmission of Natural Gas	4/1/2015	3/31/2022	2100000	957989.7	957989.7	398368.88	
A38	Facil.Main&Util.Div	111168	OTIS ELEVATOR COMPANY	DA	DA-5194	Otis 5-yr EPRM-sole source	8/1/2017	7/31/2022	3852255	1513235.55	927268	927268	

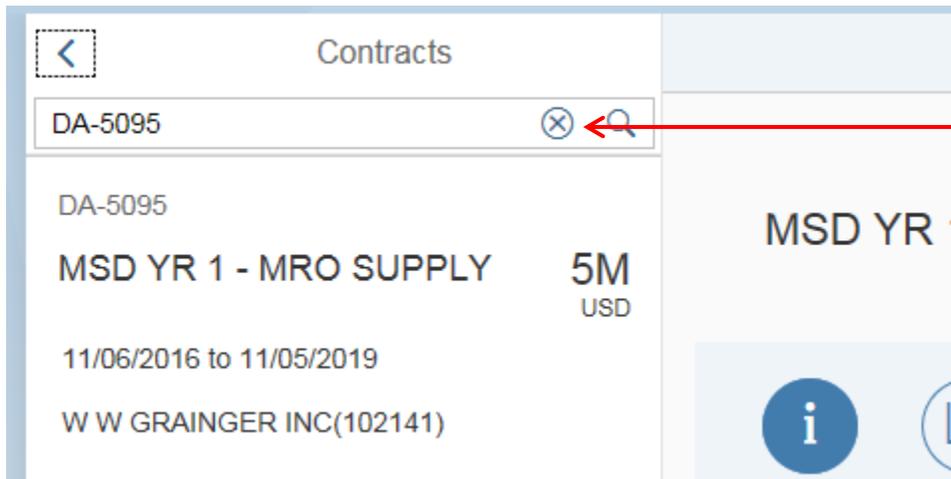
## Something cooler!

Open Contracts									
PO Group	Div. Name	Vendor	Vendor Name	Contract Type	Contract Number	Contract Description	Start Date	End Date	Target Value
A38	Facil.Main&Util.Div	107486	DOTY BROS EQUIP...	DA	DA-5112	1st Yr. LAX Repair / In...	9/13/2016	9/12/2019	\$3,977,836.0
A38	Facil.Main&Util.Div	101961	PLUMBING AND INDU...	DA	DA-4980	1st Yr - LAX Plumbing ...	7/1/2015	9/30/2019	\$2,295,000.0
A38	Facil.Main&Util.Div	101902	EMPIRE PIPE CLEAN...	DA	DA-5123	LAX 2nd Yr - Sewer lin...	11/1/2016	10/31/2019	\$750,000.00
A38	Facil.Main&Util.Div	102141	W W GRAINGER INC	DA	DA-5095	MSD YR 1 - MRO SUP...	11/7/2016	11/6/2019	\$5,325,000.0
A38	Facil.Main&Util.Div	111168	OTIS ELEVATOR CO...	DA	DA-4856	1st Yr - E/E/MW Maint...	1/1/2015	12/31/2019	\$7,683,845.0
A38	Facil.Main&Util.Div	111215	ELEVATORS ETC	DA	DA-5161	LAX- Elevator,Esc. Mov...	1/8/2017	1/7/2020	\$9,355,000.0
A38	Facil.Main&Util.Div	105073	F M THOMAS AIR CO...	DA	DA-5017	1st yr - LAX HVAC part...	12/8/2015	3/31/2020	\$2,334,375.0

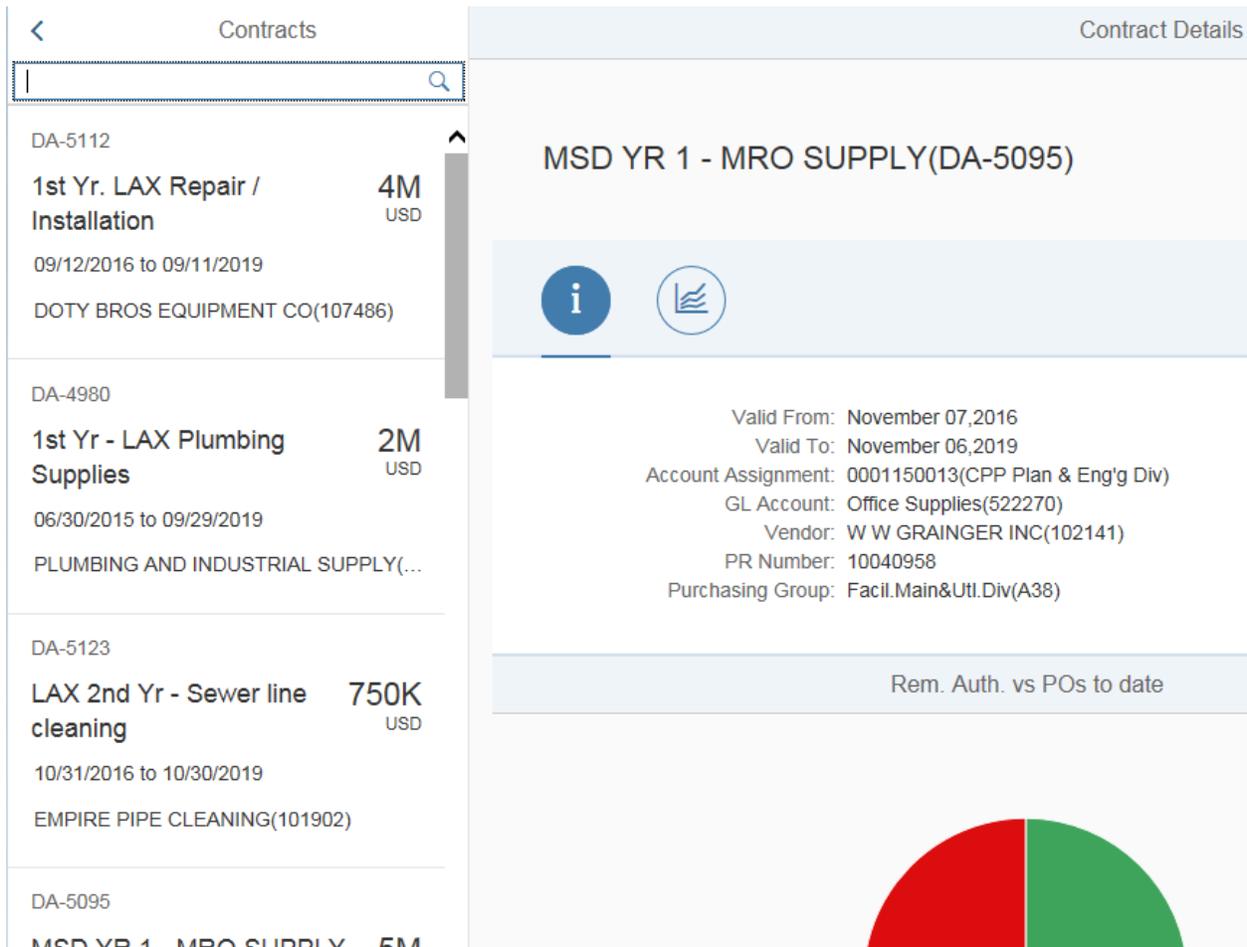
Notice from the grid view that Contract Number is set for drill down. Clicking this number will bring up the Contract Burn Rate application for that contract and allow you to access more detail about the contract purchase orders, invoices, and burn rate.



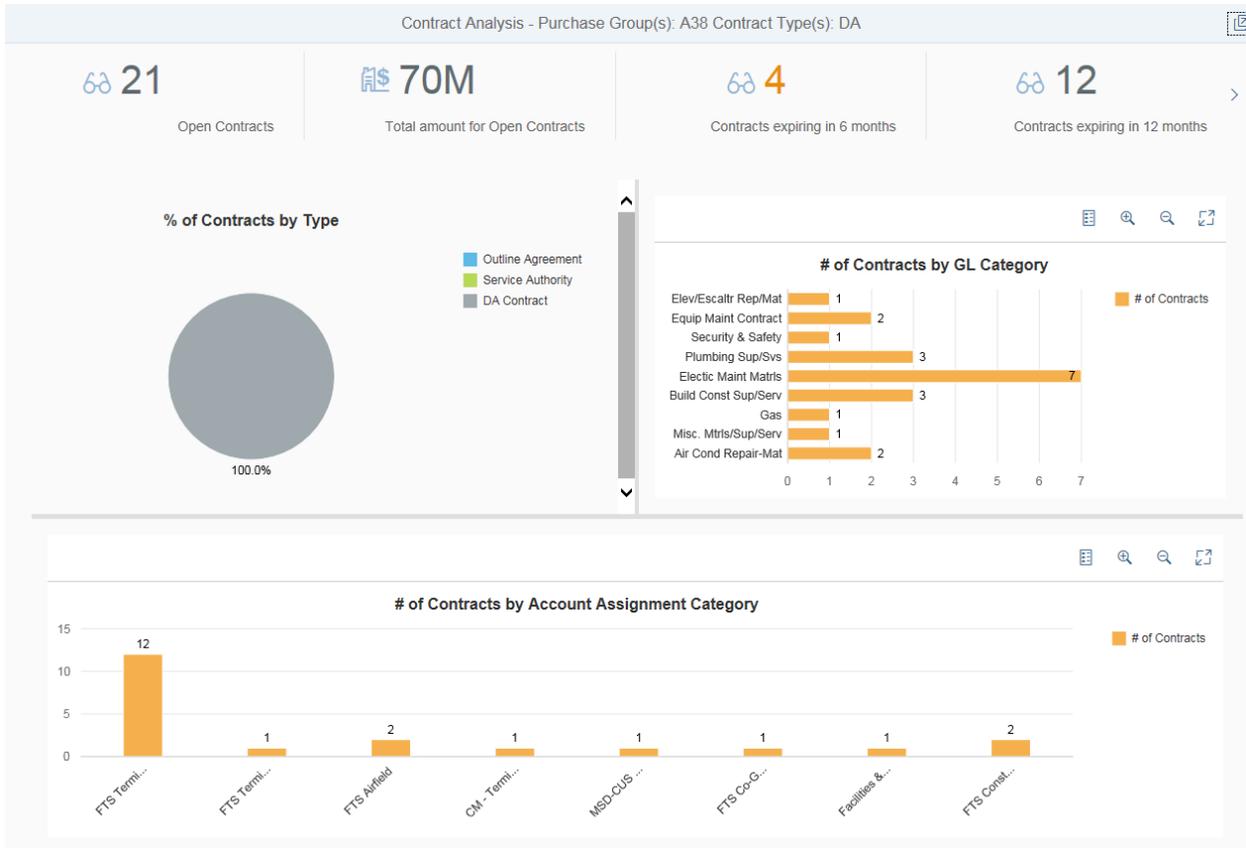
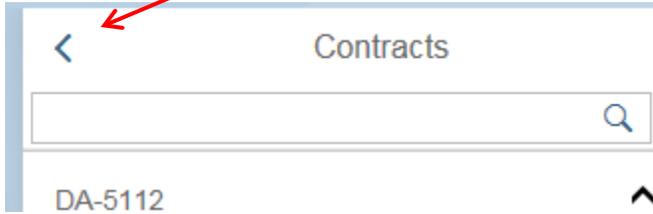
FYI – closing the filter passed to the contract burn will display the other contracts listed in the previous grid so you will not have to go back and forth.



Close the filter to display the rest of the contracts from the previous grid.

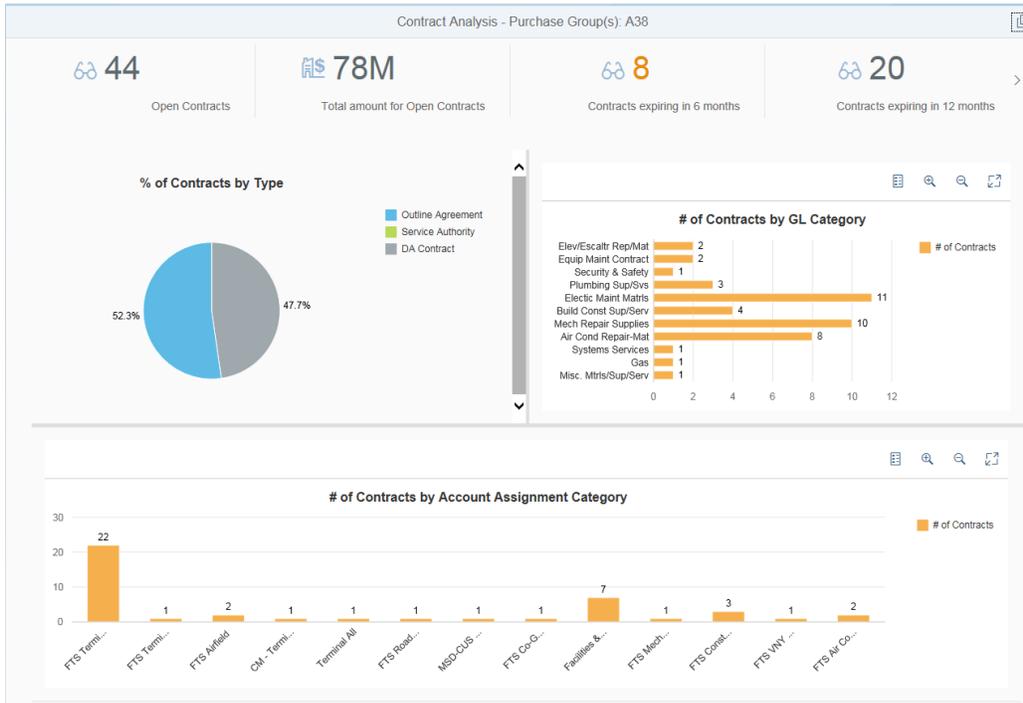


Click on the back icon  to return to the Contract Analysis application.



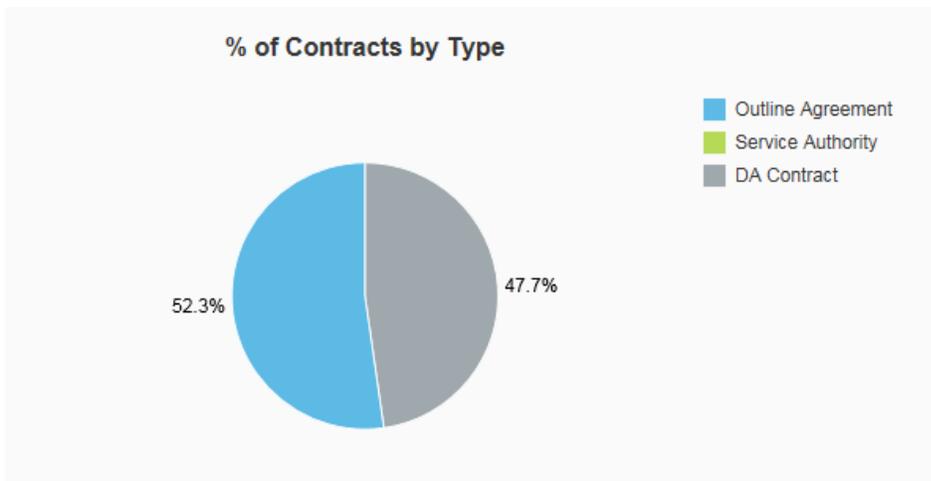
## 4. Charts / Bar Graphs

The detail area of the application displays three charts and bar graphs to provide summary information to the user.



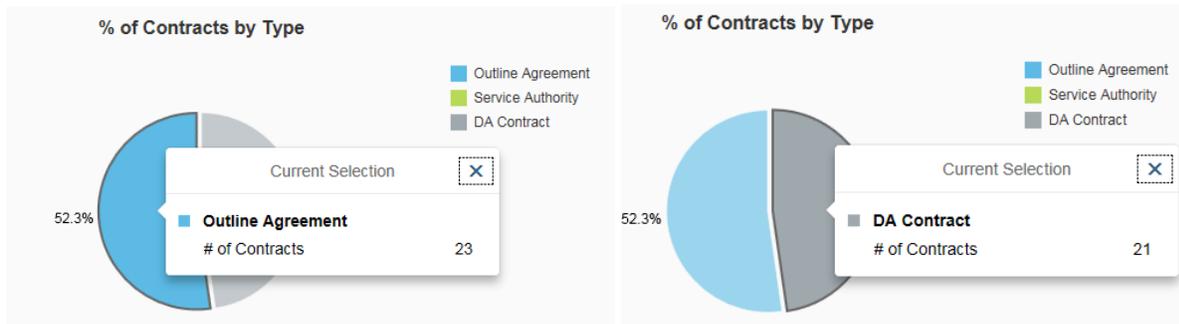
### 4.1 % of Contracts by Type

Pie chart depicts the percentage of contracts broken down by contract type.



Each piece of the pie is clickable for additional information regarding that slice.

- 52.3% represents 23 total Outline Agreements.
- 47.7% represents 21 total DA Contracts.



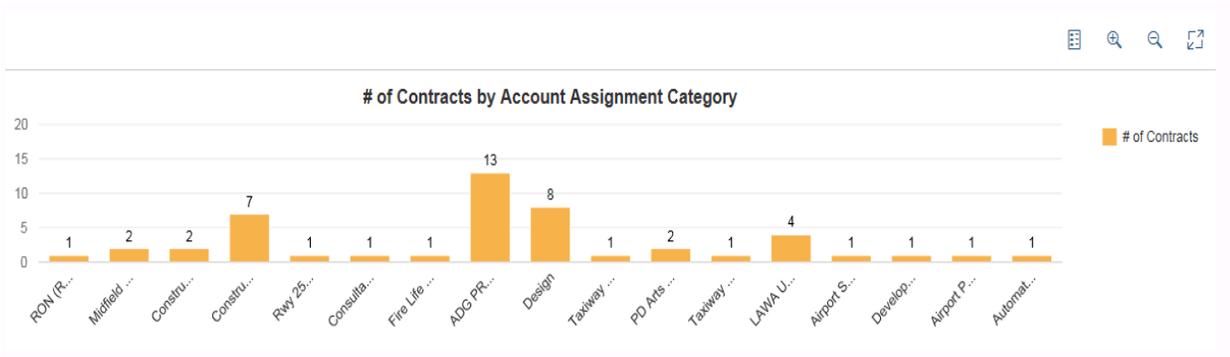
#### **4.2 # of Contracts by GL Category**

Bar chart depicts the number of contracts broken down by GL category. GL category is based on the GL assigned to the first non-deleted line on the contract.



### 4.3 # of Contracts by Account Assignment Category

Bar chart depicts the number of contracts broken down by account assignment. Account assignment is based on the account assigned to the first non-deleted line on the contract.



### Something cool!

Located at the top of the charts (4.2 and 4.3), the icons below provide added functionality.

